

DIRAUX NOTES
A Publication of the 13th District Auxiliary Office
DECEMBER 2003

HAPPY HOLIDAYS!!!!

FROM THE DIRECTOR

LCDR Kelly A. Boodell

AUX FACILITY The SEA ARK: The questions are pouring in...and the answers have been few...so here is the word. The CG owned and Maintained, Auxiliary operated boat, the SEA ARK is still in Seattle, WA. It will be heading north shortly, we needed to wait for FY04 funds so that we could purchase necessary equipment that it needed. Additionally, both engines were just replaced with new ones! Training teams are just now being coordinated. More to follow. There will be several teams they are located in Anacortes, Friday Harbor, Bellingham and Blaine. It is expected that the boat will patrol in the Bellingham AOR, meaning that it is expected to patrol within the entire AOR. Please be patient while we are preparing the doctrine! It's coming!!!

BACKGROUND CHECKS: My office will send all members a letter in early December from National and Head Quarters G-OCX regarding the background check program. Each member must either agree to participate in the program or, opt out. Those that opt out will be disenrolled from the Auxiliary. We will begin an aggressive campaign that will include training members to perform the fingerprinting function of this as well as train individuals to be reviewers of the NACLC SF-86. There will be two categories of Auxiliarists, (1) Direct Operational which will require the SF-86 and (2) Operational Support which will require the fingerprint check only. Essentially Direct Operational will include all members qualified in operational activities in surface operations, air operations, operations planning, radio operations, interpreters, CMDCCN/OPCCN/COMM watch standing, and Marine Safety and Security. Operational Support is defined as the balance of all Auxiliary membership. All new members will have to have a background check before membership can be granted. NSA has given D13(oax) a quota of 20 NACLC's a month and 60 Fingerprints a month, not including new members. There will be much more guidance on this....just know that this is being driven from HQ, not us at your DIRAUX office! Please be patient and understand that there is little flexibility with the requirements of this program.

CATASTROPHIC LOSSES: As soon as the new AUXMAN is published approval for claims that are un-related to a specific patrol cause may be reimbursable, with the policy effective retroactive to 9/11. Please keep logs of your maintenance!!!!

PPE: While at HQ I was informed that D13(oax) will hopefully receive lots of money for PPE for FY04. We discussed accountability and methods of tracking. Currently we are using 1149's. I have decided that we will use AF-538 "Personal Clothing & Equipment" form to track all PPE & PEPIRBS. This will allow us to recall what each member has been issued, prior to their leaving the Auxiliary. This is a shift because we have not issued PPE to individuals, we are now planning on issuing PPE to individuals based on the projections of HQ that we will receive approximately 68K in PPE on a recurring basis. I briefed EXCOM on this and received their concurrence. A copy of the AF- 538 is included with this mailout. Please have each member who has PPE in their possession fill one out listing what gear they have and are accountable for. This form should be sent to our office for inclusion in the members personnel jacket. When new gear is issued, add that item to a new form and send it in! Thank you for your help!!! When gear is shared (like in a gear locker) please use the 1149 form signed by the FC.

ON-LINE TESTING: The Auxiliary National Testing Center for all exams that are available. The National Auxiliary Center inputs into AUXDATA the passing grade of the member and sends an electronic certificate. When a member takes an electronic exam, this reduces the administrative burden on my staff, freeing their time up for other duties that only they can perform to assist you. Please help us when possible by taking e-tests!!!

New VSC Decals are creating quite a stir, they have a State Farm Logo on them. I understand that many members are very upset by this.....well there isn't much we can do, however it is illegal to tamper with the decal. I have heard that members want to put a sticker or deface the decal-DON'T!!!!

AUXMIN COURSE: that the National Executive Committee (NEXCOM) of the National Board has determined that the Auxiliary Administration Specialty (AUXMIN) course will no longer be required as one of the component courses for the designation of Auxiliary Operational Specialist (AUXOP), effective 1 January 2004. From that date, completion of only six Operational Specialty Courses (OSCs) will be required to attain the AUXOP designation.

FROM OPERATIONS AND TRAINING

CWO4 Paul Bellona

D13 BOAT OPERATIONS PROGRAM FORMS: The following forms, in conjunction with the boat operations program, are submitted annually to DIRAUX for entry into AUXDATA and/or POMS: (1) CG-2736, **Vessel Facility Inspection and Offer For Use Form**, (2) D13 **Annual Boat Crew Certification (2/15/2003)**, and (3) **Operation of Auxiliary Facility By a Non-Owner**. Forms (2) and (3) can be found on D13 DIRAUX Web site at <http://www.uscg.mil/d13/o/oax/>. Guidelines for

submission of these forms in 2004 are: **(1)** Only original forms will be accepted. **Do Not** send copies or faxes unless requested. **(2)** Write Legibly. **(3)** Send only the original of Form CG-2736, no copies are needed. **(4)** For Currency Maintenance **use only** the most current edition **(2/15/2003)**. When copying this form send both pages (front/back). If Re-certification is being reported, "Documentation such an activity report is required in every case. **(5)** For the Operation of Auxiliary Facility By a Non-Owner **use only** the form found on the web site. This form should be filled out by **all facility owners** and sent in when they send in their Facility Inspection Forms. This information will be entered into POMS and copies will be sent to the Order Issuing Authority (Groups).

AUX FACILITY SEA ARK: Just to inform everyone what is going on, the training of selected boat crews will be held in Bellingham on the weekend of 13-14 DEC. Once this core of boat crew personnel is trained, they will be training other boat crew members who will be brought into this program to ensure its success. Over the rest of this year, this boat will be committed to the Station Bellingham/Group Seattle AOR to see how the program of using Coast Guard owned and maintained boats using Auxiliary Boat Crews works in D13. I anticipate that we will be seeing more of this in the future.

FACILITY INSPECTIONS: AUXDATA automatically sets boats and aircraft facilities to un-inspected 12 months + 45 days from the last inspection date. Additionally, AUXDATA automatically sends an e-mail to each facility owner, plus their FC and SO-IS, reminding them an inspection is due in 35 days.

PERSONAL PROTECTIVE EQUIPMENT (PPE): All flotilla's are reminded to keep sending in their request for PPE, so DIRAUX can send them the gear when it receives funding and it comes in. This will be done on a first come basis, except for some of the Divisions/Flotillas that have sent their request in and have not received any PPE this year (it will be coming). Those Division Captains that took extra PPE to hand out to their flotillas from the District Meeting, ensure that DIRAUX receives back DD-1149's (I will send some blank ones in the mail if you need) where the PPE is shared. If the PPE has been actually issued to a member, please have that member use the included SF-538 form. The SF 538 will help us manage and replace PPE as needed, please use it when appropriate. No other PPE will be issued to those Divisions or Flotillas until the DD-1149's/ SF 538's are received at DIRAUX. I will start delivering additional PPE that has arrived at DIRAUX to flotillas in December.

STANDBY HOURS: Auxiliarist who are counting standby hours at home by a phone or on a beeper cannot count these hours on their 7030's. The only hours that are counted are those that are actively involved in the mission (such as watch standing, being underway, galley activities, etc.). The SO-IS/FSO-IS will not enter these excessive standby hours into AUXDATA.

POMS: The information entered in POMS when requesting an order is the information that comes up on the POMS screen when that patrol order number is entered for reimbursement. There are several mistakes being made when filling out Patrol Orders for reimbursement. The coxswains name, date of patrol or the facility call sign and ID cannot be changed once you have received the order.

Ref. Section II, 1. Itinerary: The date and time for "Facility in Use" and "Facility use Ended" must be completed. **2.** "List Names and Member Numbers" must be complete and member numbers correct. Do not enter the operator's name in this section. Both the name and the 7 digit member number of each person on board must be included on the submitted order form. POMS will not accept member names. **3.** "Reimbursable Expenses": If any item has been "Received in Kind" place an 'x' in the appropriate box with a zero in the Total field. If the operator provides meals for the members on board place a check mark in the appropriate box for meals, or a zero if no meals were provided. If this section is left blank there will be no reimbursement for meals. The signatures of both the Operator and the Claimant are required. Group Seattle will return all orders that are not correct or complete. (GRU SEATTLE)

UNIT OFFICER REPORT: SO-IS's are now entering the yearly Unit Officer Report and the Change of Officer Reports. DCPs and FCs are reminded to send these forms to their SO-IS for entry and a copy to DIRAUX. These entries need to be made timely for updating the D13 Auxiliary Directory and DIRAUX mail out slots.

FROM YOUR DISTRICT COMMODORE (DCO)

Dan Neiderhiser

IS OFFICERS: Training is being planned for SO and FSO-IS's during year 2004. Further information will be forthcoming.

AUXILIARIST OF THE YEAR: The Chairman of the Award Committee advised me that the largest number of nominees (ever) has been submitted for consideration as the District Auxiliarist of the Year 2003. My personal thanks to those who submitted someone and to those who concurred all the way up the Chain of Communications. This is quite the honor from your peers. Congratulations and Good Luck.

ELECTED OFFICERS: (1) To those who were newly elected, Congratulations. To those reelected, congratulations twice. For those FC's/VFC's who have yet to attend the National Road Show AUXLAM-02 course, it will again be presented in two parts. Part A will (tentatively be April 23, 24, 25, 2004. Part B will be in August 2004. DCP/VCP, we are currently scheduling the AUX-05A National Road Show training for you as well. (2) If you have not seen the Flotilla Commanders Handbook then ask the FC you relieved. This book is specific to District 13 and has the answers to most all questions the membership would ask you. If you still have a question, ask your DCP, then RCO. The Chain of Leadership works, please use it.

2004 MEMBER ROSTERS: DCP's and FC's, please ensure that the annual Officer Staff Reports are submitted and that all changes are made via your respective IS Officers so everyone will know who holds what Staff Officer job within District 13. In addition, the 2004 CD is built from Auxdata and checked against the Staff Officer Reports you submit. They are due now

USE OF E-MAIL ADDRESS LISTS: The holiday season is upon us, and it was brought to my attention that some email requests for money, religious notes, joke strings, and other SPAM are being forwarded via Auxiliary e-mail address books. Some may remember the computer viruses attached to several e-mail strings last year, and that was not a good thing. The membership knows what should not be forwarded via Auxiliary e-mail lists. Plus, we do not want our computers corrupted. so

please watch what information you send, do not use Auxiliary e-mail address lists, be cautious of releasing Privacy Act information, have a virus scanning program for your computer and actually use it. And have a Good Holiday Season. (DCO)

HAPPY HOLIDAYS TO ALL: From the Bridge, Board, and District Staff, we wish all a happy, healthy, prosperous holiday season.

FROM THE OFFICE MANAGER

SK1 Holly Boehme

TRAVEL INFORMATION: As per Coast Guard Regulations all travel claims must be submitted 3 days after travel. I am asking members to submit their claims 5 days after you travel. A set of orders is like a written check and the check needs to be paid and cleared. Any set of open orders that is older than two months will be cancelled and closed. It is your responsibility to submit travel claims. The Auxiliary Office will lose funding and training opportunities if I don't keep the account current, and I cannot keep the account current if travel claims are not processed in a timely manner.

Direct Deposit is the fastest way for members to get paid. If you are still receiving checks, then you can expect to wait up to 30 days after the claim leaves my office, not your house. Email me if you need the form or check out the Aux website.

Copies of travel claims must be kept for 6 ½ years per IRS and Coast Guard regulations. Should one of these agencies come back and audit your claim and you have no paperwork, you will be responsible to repay the government.

Email is the preferred method of communication. Orders will be sent out via Email. If you are expecting orders, check your email account often. You need to have the most updated Acrobat Reader installed on your computer to open the files. If you don't have an email account, don't worry the orders will be mailed to you. If you have travel claim problems you can email me at Hboehme@pacnorwest.uscg.mil If you don't have email, you can call me at 206-220-7080

You need to include the tone and problem you are having. For travel claim payment status you can call 800-564-5504

TRAINING NEWS If you are interested in SmartForce which is an online training tool, (if you don't know what SmartForce is, visit their website at <http://www.smartforce.com> You can email SmartForce and give your name, employee id #, email, flotilla #, and phone#. They will run you thru a verification process and then set up an account with a logon ID and password.

SmartForce@tcyorktown.uscg.mil

FROM OFFICE ADMINISTRATION

Mr. Charles K. Claytor

DIRAUX TURN AROUND TIMES: DIRAUX is continually trying to improve turn-around times on new applications, advancements and awards. There are some changes, which we believe will help improve our turn-around times. We will no longer be duplicating certificates for courses taken on-line. We will no longer accept the old Enrollment Application (4-97). All new Enrollment Applications must be submitted on ANSC 7001 (7-99). Please ensure that all lines are complete and most importantly, legible. For all members, please reconsider your "Emergency Contact Person." If you are married or the person you boat or fly with is your emergency contact person and should an emergency arise, whom do we contact? I believe you can see the point here. You can correct this by contacting your FSO-IS and have him/her enter a new emergency contact into AUXDATA.

ID CARDS: ID cards are continuing to be issued as quickly as possible. In many instances we have received ID card photos without an ID application and vice-versa. We have also received photo images in a format foreign to our software. Please make every attempt to send photos in JPEG format with a resolution of 640 x 480 pixels or greater. There are several ways to send photos. You can send them by mail on a 3½ floppy or CD ROM. You can Email photos to ckclaytor@pacnorwest.uscg.mil or to dirauxID@pacnorwest.uscg.mil. You can send the revised (5/12/03) Auxiliary ID card form with the photos or FAX them to 206-220-7084. The Auxiliary ID card form can be found on the D13 Auxiliary website at <http://www.uscg.mil/d13/o/oax> along with other important information. This web site is a great place to start when you have a procedural question.

AUXDATA: AUXDATA is similar to many other databases, "garbage in, garbage out." So therefore, it is extremely important that we keep AUXDATA up to date. This includes our addresses and telephone numbers. Members can easily update their personal information by contacting their flotilla FSO-IS. All **PATRIOT READINESS** information should be entered by the flotilla FSO-IS until otherwise informed by your chain. Please do not send these forms to DIRAUX.

AUXDATA has an unusual method for handling qualifications, which include currency maintenance tasks. Should a member qualify for example **CREW MEMBER** in 2003 (initial year), the member's currency maintenance tasks will show **RED** in their training record. In 2004 (second year) the currency maintenance tasks will remain red until the member completes their required currency maintenance tasks. Once entered into AUXDATA, those tasks will turn **GREEN**. When 2005 (third year) rolls around and provided the currency maintenance tasks were completed in 2004, the currency maintenance tasks will turn black, indicating the tasks are pending. Again, once the currency maintenance tasks are completed in 2005 the tasks will turn from black to green.

CHANGE OF MEMBERSHIP STATUS: forms (ANSC 7035 [2-98])(CGAUX-36) require the signature of the DSO-PS. Please do not send these forms directly to DIRAUX as this will only delay the change. Members who desire disenrollment should sign the Change of Membership Status form.

All division and flotilla **IS** officers are responsible for entering their own **Change of Officer** information into AUXDATA.

Finally and most importantly, have a Happy Holiday Season!

FROM THE MEMBER STATUS SECTION

Ms. Shirley Blanchett

PERSONAL INFORMATION: Year-end is a good time for Flotilla Commanders to make sure all Auxiliary members have the most current home and e-mail addresses posted in AUXDATA. It is extremely important that this information is current in AUXDATA so Auxiliarists will receive documentation and information on a timely manner. Auxiliary Headquarters must be able to contact all personnel rapidly should it be necessary.

TRAINING OPPORTUNITIES:

AUX-02A	501563	AUXLAMs ROADSHOW PT A Fort Campbell, KY	5-7 DEC
		TRACEN Yorktown	TBD
AUX-02B	501568	AUXLAMs ROADSHOW PT B Plymouth, MA	31 Oct - 2 Nov
		Wright Patterson AFB	16-18 Jan
		Erie, PA	20-23 Feb
		Wright Patterson AFB	17-19 September
AUX-03	501062	RECRUITING ACCESSIONS TRNG Academy	TBD
		TraCen Yorktown	10-13 Jun
		TBD	TBD

The DIRAUX administrative staff will be traveling to St. Louis, Missouri for DIRAUX Admin. Training, (AUX 11); and much needed networking with other districts from Jan. 21 through Jan. 23rd. We will be back in the DIRAUX beginning Jan. 26th.

FOURTH QUARTER AND END OF YEAR (EOY) ACCOUNTING: Please check the AUXDATA flotilla rosters to be sure only Auxiliarists in good standing (annual dues paid) show as Active Auxiliary Members. If a disenrollment is not processed, and a problem case Auxiliarist is carried on a flotilla's Active Auxiliary Member roster, the active members in the flotilla must pay dues (division, district, and national) for that individual. There are no exceptions.

FORMAL CONDOLENCES: We send out letters of Condolence to the next of kin and to the Flotilla Commander when a member passes away. Flotilla Commanders need to contact the DIRAUX office *immediately* with information when an Auxiliarist passes away in the flotilla. It is OK to use the telephone or e-mail to contact me, (Shirley), at the Member Status Section; 1-800-982-8813 ext. 7088, or *e-mail address:* sblanchett@pacnorwest.uscg.mil.

REQUIRED WORKSHOPS: Please remember that workshops are mandatory (required) for the Operations programs. Only those Auxiliarists who became initially qualified in 2003 are exempt. Also, these annual workshops must be entered into AUXDATA. Auxiliarists without a recorded workshop may not participate in the OPS program activities for 2004.